



## Arizona Medical Board

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### FINAL MINUTES FOR TELECONFERENCE MEETING OF THE EXECUTIVE DIRECTOR SEARCH COMMITTEE HELD ON SEPTEMBER 7, 2007

At the Hilton El Conquistador Hotel, 10000 North Oracle Road, Tucson, AZ 85737

#### **Committee Members**

William R. Martin, III, M.D., Chairman

Ram R. Krishna, M.D.

Douglas D. Lee, M.D.

Todd A. Lefkowitz, M.D.

Dona Pardo, Ph.D., R.N.

#### **Call to Order**

The meeting was called to order at 4:42 p.m.

#### **Roll Call**

The following Committee Members were present: Dr. Krishna, Dr. Lee, Dr. Martin, and Dr. Pardo. The following Committee Member was absent: Dr. Lefkowitz.

#### **Call to Public**

There was no one present for call to public.

#### **Also Present**

Marc Harris, Attorney General's Office, Licensing Enforcement Section

Christine Cassetta, Board Legal Counsel

Susan Laurence, Arizona Department of Administration

#### **Arizona Department of Administration (ADOA) presentation re: assisting in Board search**

Ms. Laurence stated that ADOA looked at the Position Description Questionnaire (PDQ) and rated the Executive Director position as a grade E3. She stated the current PDQ on file is dated. If the Board revised the position, it could be rated differently. She asked the Board for feedback on specialty organizations with which to post the job announcement. Ms. Laurence stated ADOA will rank the candidates, conduct a prescreening for interest and salary requirements and provide a list of 8-10 top applicants to the Board for review. Ms. Laurence stated that the Governor has approval rights on the position and ADOA would send the resume of the Board's top candidate forward for approval. Dr. Martin asked what the risks and benefits were for resubmitting the PDQ. Ms. Laurence stated that the position description would be updated, and there was a chance that the position would be assigned a higher or lower grade. A higher grade level could result in a greater pay range from which the Board could recruit qualified candidates. Ms. Laurence stated that a higher pay range would likely not affect the quality of job applicants. She is also looking into the possibility of offering a special recruiting pay rate. Ms. Laurence also informed the Committee that ADOA pays for all advertising costs. She stated that they typically advertise on the Arizona State Jobs website, with Career Builder, and with Monster.com. ADOA has passed on advertising with the *Arizona Republic* in the past because it has not yielded good results. Ms. Laurence stated the Subcommittee could also look at advertising with the Arizona State universities. Ms. Cassetta stated that when the Board searched for an Executive Director in the past, the job announcement was posted in the *Arizona Republic*, in the *Arizona Capitol Times*, with Administrators in Medicine, with the Council on Licensure, Enforcement and Regulation (CLEAR), with all state medical boards, the Federation of State Medical Boards (FSMB), Monster.com and Jobing.com.

**Motion:** Dr. Krishna moved to pass on the list provided by Ms. Cassetta with the exception of the *Arizona Republic*.

**Seconded:** Dr. Lee

**Vote:** 4-0

Dr. Martin asked about the timeframe for the hiring process. Ms. Laurence stated that the process can be completed between two weeks and 30 days. More time would give more applicants the opportunity to apply. Ms. Laurence suggested 30 days.

**Motion: Dr. Krishna moved to post the notice for three weeks.**

**Seconded: Dr. Lee**

**Vote: 4-0**

Ms. Laurence asked for feedback on the PDQ and job announcement. She informed the Subcommittee that changing the PDQ would definitely cause a delay in the hiring process. Ms. Cassetta clarified that there is a possibility of reclassifying the job once the Director was in place.

**Motion: Dr. Krishna moved to post the position at an E3 pay grade.**

**Seconded: Dr. Pardo**

**Vote: 4-0**

Subcommittee members asked Ms. Laurence to edit the job announcement to reflect the name of both boards, that there are no standing committees and that the salary stated should be in the \$120,000 range.

**Motion: Dr. Krishna moved to accept the job description as edited.**

**Seconded: Dr. Lee**

**Vote: 4-0**

Dr. Martin stated that he was in contact with Sharon Megdal, Ph.D., a previous Board member regarding the funding for the position. Dr. Martin assured Dr. Megdal that there were Subcommittee members with adequate institutional knowledge. Dr. Martin invited a member of the PA Board to participate in the Committee's deliberations.

Dr. Martin clarified that it was the Board's intention to hire an Executive Director as expeditiously as possible and discussion regarding a transition plan to an Interim Director would not be needed.

The meeting adjourned at 5:13 p.m.



A handwritten signature in black ink, reading "Amanda Diehl".

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Amanda J. Diehl, Deputy Executive Director